

ADMINISTRATIVE — INTERNAL USE ONLY

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HEADQUARTERS OPERATIONS, MAINTENANCE  
AND ENGINEERING DIVISION WEEKLY REPORT  
PERIOD ENDING 6 JUNE 1984

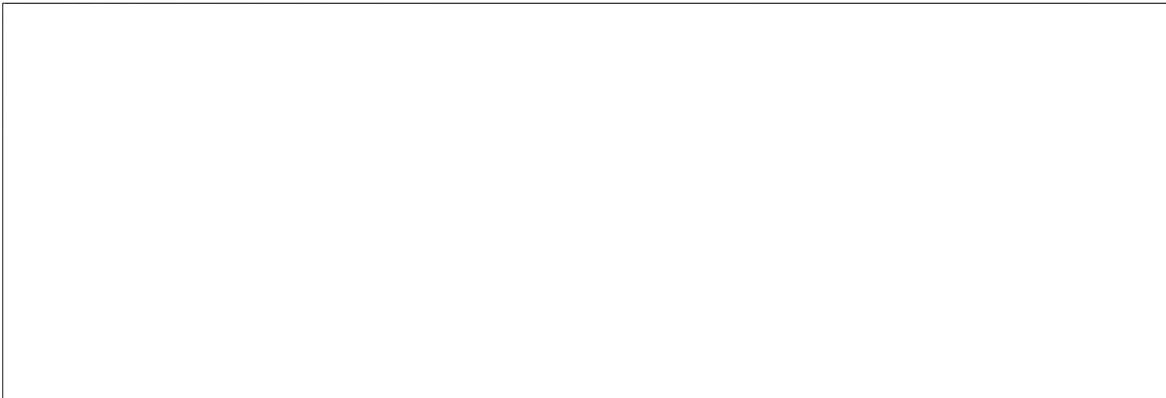
I. Progress Report on Tasks Assigned by DCI/DDI:

No items this reporting period.

II. Items/Events of Major Interest:

a. New Organization: Effective Monday, 4 June 1984, Logistics Services Division, OL, became Headquarters Operations, Maintenance and Engineering (HOME) Division, OL. Key personnel are as follows:

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b. Quality of Life:

1. Basement Level Entry and Elevator Area: Papering of walls in this area in an earth-colored adobe texture vinyl cloth is in progress. Completion is expected by Friday, 8 June.

2. Cafeteria: Using specifications from Smith, Hinchman & Grylls Associates, Inc., the Interior Design Consultant, OL/HOME, sent to Procurement Division, OL, detailed orders for replacement furniture for the North and South Cafeterias. Included are 406 chrome-base tables with oak-trimmed antique white formica tops and 1,092 Breuer armless chairs with oak seat frames and nylon upholstery in six distinct colors.

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c. Priority Meeting with GSA: At the Tuesday morning priority meeting between representatives of the Operation and Maintenance Branch (O&MB), OL/HOME, and the Production Scheduling Assistant and Carpenter Foreman of GSA, the latter indicated that if no other work orders were forthcoming for GSA construction work, their carpenters would be detailed out of the building starting the week of 11 June 1984.

d. North and South Parking Lots: On Saturday and Sunday, 2 and 3 June, the Carrier Maintenance Section, with assistance from personnel from O&MB and Building Services Section, OL/HOME, installed eight new signposts, removed 13 existing signposts, relocated 36 signs, and blacked out the 24 two-wheel vehicle spaces in G and H Lanes, South Lot, to gain 35 additional parking spaces in North and South Lots. Nineteen spaces were striped for two-wheel vehicles in E and F Lanes of South Lot in an area near the fence which could not accommodate automobile parking. In addition, 349 parking spaces were renumbered. Except for the spaces in B Lane, which had vehicles parked and blocking the area where the numbers would be painted, spaces in North Lot have been completely renumbered.

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e. Power Failure [REDACTED]  
Building experienced power failure throughout the entire building on 4 June, which caused the emergency generator to be activated. At that time, the Credit Union learned that none of their electrical systems were connected. The Manager of the Credit Union is checking to have the problem corrected.

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f. Sidewalk Repairs [REDACTED]  
Building Manager informed the Agency that the sidewalk which is sinking at the main entrance will be replaced in the near future. This entrance will be closed during the period of repair work.

g. Roof Repairs at Key Building: Last week the owner of Key Building made arrangements to have the roof resealed. Also in process is the replacing of the slate sidewalk with concrete, which is expected to eliminate the present hazard of tripping.

h. Renovations at Headquarters Building: The GSA labor force cleaned offices in the 7C Corridor last week in preparation for the installation of carpet for the Comptroller. This work was begun on Tuesday, 5 June. Window

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grills are still being fabricated, but it is questionable as to whether the installation will be completed this week. In this regard, a verbal security waiver has been granted by the Physical Security Division, Office of Security (OS), provided progress on the window grills continues.

The Electric Shop has completed drilling of telephone and electrical outlets and work on the lights in Room 4G29/43 for the Office of East Asian Analysis, DDI. This job is now complete.

Working on an overtime basis during the past two weekends, the GSA Electric Shop completed the following Wang work orders in Headquarters Building: Rooms 7E26 and 2C15; Rooms 3B2624, 5B26, 4C30, 5E28, 6D23; Room 4C20; Room 3D0109; and eight rooms in the 3B Corridor. Arrangements have also been made with an electrical contractor to begin work on Wang electrical installations in the Headquarters Building on Thursday, 7 June.

i. Hydraulic Barricades: Representatives from Delta Scientific Corporation met with staff members of the Architectural Design Staff (ADS), OL/HOME, on 5 June and took a tour of the barricade installation sites. (U/AIUO)

j. Surveys: An ADS staff member accompanied a representative of the Physical Security Division, OS, on surveys of the 4E and 5E Corridors of Headquarters Building on 5 June. The fourth floor drawings are complete pending the results of this survey and input from the Engineering and Construction Branch (E&CB), OL/HOME. In addition, E&CB has received preliminary ADS drawings of the fifth floor which are necessary to proceed with their mechanical and electrical work. ADS drawings of the fifth floor are nearing completion. Copies of the approved layouts and terminal locations have been sent to the Metropolitan Facilities Group, Domestic Networks Division, Office of Communications.

k. Transportation: Limousine service was provided to the East Asia Division, DDO, for the period from 28 May through 4 June 1984.

l. Courier Receipt System: The Acting Chief, Mail and Courier Section (M&CS), Special Services Branch, OL/HOME, in coordination with the Records Management Officer, OL, and the Records Management Division, OIS, is pursuing the implementation of a completely new receipt system.

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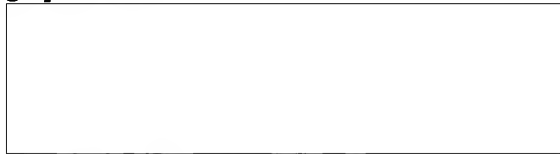
The new system will consist of a bar-coded receipt form, a self-contained computer with display terminal and hand-held wands for scanning and placing the coded receipt number into the computer.

The cost, including the first year's supply of forms, will be between \$28,000.00 and \$30,000.00. This includes all hardware, software, programming and installation but does not include the cost of a service contract.

Once a contract is awarded, it will take approximately five months to acquire the equipment and forms, install the sytem in M&CS, and begin operations.

III. Significant Event Anticipated During the Coming Week:

No items this reporting period.



Deputy Chief,  
Headquarters Operations, Maintenance  
and Engineering Division, OL

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